

CUSTODIAN (CORRECTIONAL FACILITY)  
Final Filing Date: NOVEMBER 4, 2010



OPEN – SPOT

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENT OF CORRECTIONS AND REHABILITATION  
SPOT EXAMINATION FOR:  
  
PRESTON YOUTH CORRECTIONAL FACILITY

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below and who have not previously tested with the Department of Corrections and Rehabilitation (CDCR) during this testing period. CDCR testing period(s) for this examination are: **JANUARY - DECEMBER**. Applications will not be accepted on a promotional basis.

HOW TO APPLY Submit applications to the Local Testing Office(s) listed below. Candidates may only establish eligibility in one location. Applications may be filed in person or by mail.

Submit Examination Application (Standard Form 678)

By mail with:	or	In person with:
MULE CREEK STATE PRISON ATTN: PERSONNEL P.O. BOX 409099 IONE, CA 95640		MULE CREEK STATE PRISON ATTN: PERSONNEL 4001 HIGHWAY 104 IONE, CA 95640

If you are personally delivering your application, you must do so between the hours of 7:30 a.m. and 4:30 p.m., Monday through Friday, on or before the final filing date to the same street address as listed above.

**NOTE:** Only applications with an original signature will be accepted.

**NOTE:** The wearing of denim or gray sweats on institution grounds is prohibited.

APPLICATION DEADLINE/ REQUIREMENTS **November 4, 2010** is the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.

All applicants must meet the education and/or experience requirements for this examination by the final filing date.

TEST DATE It is anticipated that Qualifications Appraisal Interviews will be held during **DECEMBER 2010/JANUARY 2011**.

SALARY RANGE(S) As of: **September 21, 2010**  
**\$ 2,098-\$2,549**

MINIMUM QUALIFICATIONS **Either I**

Six months of experience in the California state service performing the duties of a Service Assistant (Custodian). (Promotional candidates who have completed four months of the required experience will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.)

**Or II**

Six months of experience as a custodian.

**Special Personal Characteristics:** Willingness to work at night.

**Special Physical Characteristics:** Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of fellow employees or that of inmates.

Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

EXAMINATION PLAN This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

EXAMINATION PLAN (CONTINUED)	<div>Qualifications Appraisal -- Weighted 100.00%</div> <div>Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:</div> <div><div>A. Knowledge of:<div><div>1. Methods, materials, chemicals, disinfectants, and equipment used in janitorial work</div><div>2. Safety practices in janitorial work</div></div><div>B. Ability to:<div><div>1. Use and care for janitorial equipment and supplies</div><div>2. Follow directions</div><div>3. Communicate effectively</div></div></div></div></div>
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ELIGIBLE LIST INFORMATION	The resulting eligible list will be established to fill vacancies for the location(s) listed above. The list(s) will be abolished <b>24</b> months after establishment unless the needs of the service and conditions of the list(s) warrant a change in this period.
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POSITION DESCRIPTION AND LOCATION(S)	<div>A <b>Custodian (Correctional Facility)</b>, under supervision, in a State correctional facility with the Department of Corrections, performs janitorial duties in keeping an assigned office, building, or area clean and orderly; maintains order and supervises the conduct of inmates; protects and maintains the safety of persons and property; may instruct or lead inmates. Typical tasks include sweeping, scrubbing, mopping, spotting, and waxing floors; vacuuming rugs and carpets; cleaning, dusting, and polishing cabinets, furniture and woodwork; emptying and cleaning waste receptacles; cleaning stairways, escalators, elevators, hallways, restrooms, offices, lobbies, ceilings, walls, windows shades, light fixtures, and interior glass partitions, and venetian blinds; assists in moving and arranging furniture and equipment as required; polishes metal work; turns out lights and locks doors; refills lavatory supply dispensers; replaces light globes and tubes; operates scrubbers, buffers, waxers, and other equipment and machinery; provides guidance to inmates in the performance of routine janitorial tasks; maintains security of working areas and work materials; inspects premises and searches inmates for contraband, such as weapons or illegal drugs; and does other related work.</div> <div>Position(s) exist with the institution(s) listed above with the Department of Corrections and Rehabilitation.</div>
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SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box of the "Examination Application." You will be contacted to make specific arrangements.
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VETERANS POINTS/ CAREER CREDITS	Veteran's Preference Points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veteran's Preference Points. Career credits will not be granted in this examination.
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GENERAL INFORMATION

**It is the candidate's responsibility** to contact Tammy Finch, Local Testing Officer, at (209) 274-5261 three weeks after the final filing date if he/she has not received his/her progress notice.

**Veterans Preference:** California law allows the granting of Veterans Preference Points in Open Entrance and Open, Nonpromotional Entrance examinations. Veterans Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in **Open Entrance** examinations is granted as follows: 10 points for veterans, widows and widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in **Open, Nonpromotional** Entrance examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions to apply for Veteran's Preference Points are on the Veterans Preference Applications (Std. Form 1093) which is available from the State Personnel Board, P.O. Box 944201, Sacramento, CA 94244-2010 and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

**The Department of Corrections and Rehabilitation** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

**Examination Locations:** If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

**If you meet the requirements** stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

**General Qualifications:** Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545  
Telecommunications Relay Service (TRS): DIAL 7-1-1  
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS